

21 April 1967

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MEMORANDUM FOR:

SUBJECT : Personnel Considerations for Suitland Project.

1. The several discussions to date have indicated a need for clarification between GSA's National Archives and Records Service (NARS) and CIA (the Agency) concerning the following personnel considerations related to the storage of Agency/USIB material at the Federal Records Center in Suitland, Maryland.

2. Determine whether or not the following is acceptable to NARS:

- a. The Agency will provide the personnel needed to process and service material in the Agency compartmented area at Suitland.  
*DURING PERIODS OF ILLNESS OR LEAVE THE AGENCY WILL FURNISH SUBSTITUTE PERSONNEL AS REQUIRED.*
- b. The Agency-provided personnel will remain Agency career employees but during their tour of duty at Suitland they will be on an Informal Detail under the administrative control and supervision of the Manager of the Federal Records Center, Suitland.
- c. The salaries of these Agency-provided personnel will be paid by the Agency but the Supervision, working hours, and standards will be those used for GSA employees doing comparable work. *TIME AND ATTENDANCE AND LEAVE RECORDS WILL BE MAINTAINED BY NARS AND FURNISHED TO THE AGENCY.*  
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- d. These personnel servicing this Agency/USIB material will be subject to assignments in other sections of the Suitland Records Center whenever the Agency's servicing workload permits. (During the last two Fiscal Years the service totals on this Agency/USIB material were: FY 1965--55,709 and FY 1966--62,440; a monthly average of 4,923 document retrievals for delivery. To date the FY 1967 total is 42,780; a monthly average of 4,753 individual documents to satisfy the requests of the last 9 months.)
- e. These personnel will insure security-controlled access to the records in the Agency compartment and NARS will protect against unauthorized entry or access to the Vault and especially to the Agency compartment.
- f. Routine and emergency service requests upon this Agency compartmented material will be satisfied by these personnel and the Agency Courier System. A procedure for controlled emergency entrance to the Vault and compartment after hours will be arranged with the Manager of the Center.

- g. The custody of the Agency/USIB material is the responsibility of NARS while it is in the Records Center, but criteria and instructions related to controlled access to the material will be provided by the Agency Records Administration Officer as established by the Agency Office of Security and the originators of the documents in storage. *and servicing*
- h. Installation of facilities (phones, lights, packaging equipment, and so forth) for servicing the Agency material will be arranged with the Manager of the Records Center and the costs reimbursed by the Agency to NARS whenever it is agreed the facility is not ordinarily required by NARS to service inactive records in storage.
- i. These personnel, in the majority of cases, will deal directly with the customers to be serviced through the Agency mail, phones, and courier system. The requests these personnel receive through the NARS channels and procedures will be responded to through the NARS channels and procedures.
- j. The Agency-provided Supervisor in the Agency compartment will be expected by NARS to supervise NARS personnel working in the remainder of Vault Number One at Suitland. The Agency expects this individual to be a "working supervisor" and service the storage and retrieval of this Agency/USIB material.
- k. Monthly statistical reports on the personnel, the workload, and the volume of material in this compartmented storage will be furnished to NARS and the Agency.
- l. The Agency will provide transportation for the transfer of records to and from the Records Center. The Agency transportation personnel will be permitted loading dock and building access to deliver material to the compartmented area and to remove outgoing material. Statistics on the accession, transfer, and disposal of records will be included in the monthly reports to NARS and the Agency.
- m. The Agency cannot assume any actual or implied responsibility for the condition or security of the DIA and NSA records and other materials in Vault Number One, Suitland.

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  - b. The Agency-provided personnel will remain Agency career employees but during their tour of duty at Suitland they will be on an Informal Detail under the administrative control and supervision of the Manager of the Federal Records Center, Suitland.
  - c. The salaries of these Agency-provided personnel will be paid by the Agency but the Supervision, working hours, and standards will be those used for GSA employees doing comparable work.
  - d. These personnel servicing this Agency/USIB material will be subject to assignments <sup>to assist or supervise</sup> in other sections of the Suitland Records Center whenever the Agency's servicing workload permits. (During the last two Fiscal Years the service totals on this Agency/USIB material were: FY 1965--\$5,709 and FY 1966--\$2,440; a monthly average of 4,923 document retrievals for delivery. To date the FY 1967 total is 42,780; a monthly average of 4,753 individual documents to satisfy the requests of the last 9 months.)
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